

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : MBO Objective OS-D 07-76

1. Reference is made to your memorandum, subject as above, dated 19 September 1975, requesting records management information on the record holdings of this Directorate. Paragraph 4 of this memorandum required that each type of record be categorized for retention or destruction. Set forth below is this categorization utilizing the following samples:

SYMBOLS;

- A. Must be kept by law, directive or regulation
- B. Must be destroyed
- C. Should be kept
- D. Should be destroyed

Security Analysis Group

<u>Office Files</u>	<u>Total:</u>		<u>cu. ft.</u>	<u>Characterized</u>
Security Files	97	cu. ft.	A	
Policy/Admin Files	15	cu. ft.	A	
Rockefeller Commission Research	5	cu. ft.	C	
Senate & House Select Committee Research	3	cu. ft.	C	
DDO 201 Files	1	cu. ft.	A	
Intelligence Monographs	5	cu. ft.	C	
CI Reference	19	cu. ft.	C	
<u>Card Size Files</u>	<u>Total:</u>	3.3	cu. ft.	
Case Control Cards		.66	cu. ft.	C
Special CI Case Index		2.64	cu. ft.	C
<u>Odd Size Material</u>	<u>Total:</u>	2	cu. ft.	
Miscellaneous		2	cu. ft.	D

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<u>Reference Material</u>	<u>Total:</u>		<u>Characterized</u>
	35	cu.ft.	
Telephone Directories	4.5	cu.ft.	C
City Directories	14	cu.ft.	C
Agency Personnel Machine Runs	7	cu.ft.	C
Training Material	1	cu.ft.	C
Dictionaries	2.5	cu.ft.	C
Biographic Registers	1.5	cu.ft.	C
Diplomatic Lists	1.5	cu.ft.	C
Miscellaneous Directories	3.0	cu.ft.	C
<u>Magnetic Records</u>	<u>Total:</u>		
	52	Tapes	C
CI Interviews (5" X 5" each)	52	Tapes	C

Total Records Volume is 185.3 cu. ft. plus 52 magnetic records (5" X 5" each).

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OFFICE OF THE CHIEF, SECURITY SUPPORT DIVISION

	<u>CU. FT.</u>	<u>RETENTION/ DESTRUCTION CATEGORY</u>
Management/Policy Files	4	C
Chronos/Histories	1	C
Chronos/Histories	1	D
Special Case Materials	4	C
Administrative Files	2	C
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MILESTONE NUMBER 2

OFFICE ADMINISTRATIVE

	<u>CU. FT.</u>	<u>RETENTION/ DESTRUCTION CATEGORY</u>
Correspondence, memos, guidance papers	4.2	C
Personnel Files	.4	C
Budget Files	1.0	C
Management Reference Materials	1.0	C
Statistical Files & Reports	1.0	C
Field Operation Files	.8	C
Records Center Listings	1.0	C
Senate & Committee Materials	2.0	C
Data Processing Materials	.3	C
Office Notices and Handbooks	1.6	C
Regulations & Policy	1.0	C
TOTAL	14.3	

OVERT OPERATIONS

* Subject Files	561.4	*C
Scheduling Logs (Inactive)	1.5	D
Scheduling Logs (Active)	1.0	C
Miscellaneous Admin. Correspondence	.5	C
Tape Cassettes of Interviews	.3	C
Index File (3 X 5)	11.8	C
TOTAL	576.5	

* According to Record Control Schedule 36-70 these dossiers must be kept for 30 years. Identified 75 cubic feet of inactive subject files that could be destroyed leaving a remainder of 495.4 cu. ft. which should be retained.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~COVERT OPERATIONS

	<u>CU. FT.</u>	<u>RETENTION/ DESTRUCTION CATEGORY</u>
General Correspondence, memos, guidance papers	1.0	C
Briefing Materials	.5	C
Covert Reports (being processed)	.5	C
TOTAL	<u>2.0</u>	

RESEARCH AND TRAINING

Active Research Materials	2.0	C
Completed Research	3.0	D
Reference Research Materials	6.0	C
Research Reports & History Materials	2.0	C
Training Reference Materials	5.0	C
Training Case Studies	4.0	C
Training Tests	5.0	C
TOTAL	<u>27.0</u>	

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OPERATIONS SUPPORT BRANCH

	<u>CU. FT.</u>	<u>RETENTION/ DESTRUCTION CATEGORY</u>
Project Files	3.5	C
Project Files	1.5	D
Operational Support Files	5	C
Operational Support Files	3	D
Card-size Files	2	D
Reference Material	3	C
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EXTERNAL ACTIVITIES BRANCH

		<u>CU. FT.</u>	<u>RETENTION/ DESTRUCTION CATEGORY</u>
	Policy Materials	3.5	C
	Policy Materials	2	D
	Reference Materials	2	C
	Reference Materials	.5	D
	Cover Records	5	C
	Cover Records	.5	D
	Cover Files	1.5	C
STAT	<input type="text"/> Files	1.5	C
	<input type="text"/> Files	.5	D
STAT	Project <input type="text"/>	4	D
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Office of the Chief/Clearance DivisionCharacterized

*Security Dossiers	90	cu. ft.	A
Reference Material	5	cu. ft.	C
Reference Material	2/3	cu. ft.	D
Policy Files	2	cu. ft.	C

Liaison Office/Clearance Division

*Security Dossiers	12	cu. ft.	A
Reference Material	3	cu. ft.	C
Audio Tapes	3	cu. ft.	D
Video Tapes	3	cu. ft.	D
Policy Files	2	cu. ft.	C

Staff & Operations Branch/Clearance Division

*Security Dossiers	27.7	cu. ft.	A
Card Size Files	2.5	cu. ft.	C
Reference Material	10.1	cu. ft.	C
Reference Material	2	cu. ft.	D
Policy Files	3	cu. ft.	D

CD-1/Clearance Division

*Security Dossiers	11.8	cu. ft.	A
Card Size Files	3.11	cu. ft.	C
Reference Material	1.5	cu. ft.	C
Reference Material	.5	cu. ft.	D
Policy Files	1	cu. ft.	D

CD-2/Clearance Division

*Security Dossiers	32	cu. ft.	A
Card Size Files	.3	cu. ft.	C
Reference Material	2	cu. ft.	C
Policy Files	3	cu. ft.	D

CD-3/Clearance Division

*Security Dossiers	12.7	cu. ft.	A
Card Size Files	.3	cu. ft.	C
Reference Material	3	cu. ft.	C
Reference Material	.2	cu. ft.	B
Policy Files	2	cu. ft.	D

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Industrial & Certification Branch/Clearance Division

			<u>Characterized</u>
*Security Dossiers	3	cu. ft.	A
Policy Files	1	cu. ft.	D
<u>CD-4 Clearance Division</u>			
*Security Dossiers	31	cu. ft.	A
Policy Files	2	cu. ft.	D
<u>CD-5/Clearance Division</u>			
*Security Dossiers	7	cu. ft.	A
Card Size Files	.76	cu. ft.	C
Reference Material	1	cu. ft.	C
Policy Files	2	cu. ft.	D
<u>CD-6/Clearance Division</u>			
*Security Dossiers	9.8	cu. ft.	A
Card Size Files	.55	cu. ft.	C
Reference Material	.5	cu. ft.	D
Policy Files	1	cu. ft.	D

*These files are estimated to contain 12 cubic feet of duplicative material which could be destroyed when present restraints are lifted.

 Deputy Director of Security (PSI)

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